



UTAH DEPARTMENT OF
HEALTH

Women, Infants & Children Program
Utah Department of Health
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Salt Lake City, Utah 84114-1013

POLICY MEMO

Memo #: 2012-2-P Effective: Immediately

Date: November 22, 2011

Subject: FY 2012 Policy and Procedures Manual

To: All Local WIC Directors and Local WIC Clinic Staff

From: Chris Furner, Program Manager

Utah WIC's fiscal year 2012 State Plan including our Policy and Procedures Manual (P&P) has been approved by USDA's Food and Nutrition Service (FNS).

The P&P is now posted on the Utah WIC website at:
<http://www.health.utah.gov/wic/policy.php>. Also posted to the website and attached with this memo is a document entitled 2012 Summary of Changes. The document outlines significant changes that have been made to the P&P for this fiscal year. Please review this document with staff. For your convenience, the P&P sections with the changes highlighted in yellow remain posted at:
<http://www.health.utah.gov/wic/policyNextFY.php>.

CD's containing the P&P sections will be copied and sent out to each clinic to be retained on file.

Note: The Fiscal Year 2012 Policy and Procedures Manual (P&P) contains some content relating to the WICNU computer system that has now been retired. This content was valid at the time of USDA submission for approval but no longer is needed. Please disregard these WICNU specific instructions. VISION system specific policies, procedures and instructions can be found in a separate document entitled Policies and Procedures for VISION. This manual is subject to change until it is incorporated into the Utah WIC Program Policy and Procedures Manual for Fiscal Year 2013. Please use the P&P alongside the VISION manual during Fiscal Year 2012.

If you have any questions regarding the implementation of the P&P please contact Rick Wardle at rwardle@utah.gov or by phone at 801-538-6960.